

SUMMIT BARBER ACADEMY

6290 S. Main St. Unit 105.

Aurora, CO 80016

303-974-6449

www.summitbarberacademyaurora.com

STUDENT HANDBOOK AND CATALOG

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ADMINISTRATORS AND INSTRUCTIONAL STAFF

Nani Schwartz, Academy Director & Instructor
Soon Mi Shin, Director & Instructor
Brian Schwartz, Licensed Agent
Anne Deegan, Admissions Coordinator
Ramona Birden, Administrative Assistant
Christi Brooks, Administrative Assistant
Sarah Lohrmeyer, Instructor
Mykenna Maunu, Instructor
Ebony Lattimore, Instructor

FACULTY MEMBERS

*Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools

For information regarding the Academy please contact us at:

Summit Barber Academy
6290 S. Main St. Unit 105
Aurora CO. 80016
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We are training tomorrow's beauty professionals!

INTRODUCTION

The Summit Barber Academy (hereafter referred to as “academy”) is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

The academy is owned by 808 EDU Inc. The officers of the school are Huinan Kim Schwartz and Brian Schwartz. Huinan (Nani) is a licensed cosmetologist as well as a licensed agent in the State of Colorado.

SCHOOL OBJECTIVES/MISSION STATEMENT

The Summit Barber Academy is student-oriented, with the goal of producing a graduate that has the skills to become a high-caliber professional in hairdressing and barbering.

The curriculum is designed not only to prepare students to take the state licensing examination but more importantly, to teach them the confidence and skills needed to become competent professionals in the beauty industry. The academy uses only approved teaching techniques and training aids.

Instructors use a wide variety of educational procedures to guide the student through theoretical and practical techniques required in the course. These methods allow them to create fashion designs that upon graduation and employment, will earn the professional trust of clients and praise of employers and colleagues. Studies include all aspects of hair, education, as well as studies in sales techniques and presentation, professional ethics and public relations. The programs are precise, fast, innovative, exciting and applicable in today’s salon or spa.

In order to constantly upgrade our quality student training and guest services, the academy staff actively participates in educational seminars, conferences and meetings. Pride, confidence and integrity are the academy’s values. These qualities are necessary to succeed in any career and are expected of all enrolled students.

FACILITIES AND EQUIPMENT

The academy is in Southlands which is a thriving business and residential area located on Main St in Southlands Mall. The facility has the look and feel of today’s salon and spa and is easily accessed by public transportation.

The academy maintains reference materials and various trade publications, which may be accessed by the student. All the educational programs are supported by audio/visual aids and students are encouraged to take advantage of these resources whenever possible.

All classes are conducted at the contracted school location. However, periodically course work may be required at another location or at a time other than that of regular attendance.

ADMISSION REQUIREMENTS

The academy only admits as students, persons who meet the following qualifications:

1. A completed Summit Barber Academy Application for enrollment.
2. Proof that the student is at least 18 years of age prior to the start of their program/course.
3. A personal interview with the admissions representative or the Director is required.
4. A certificate of graduation from a school providing secondary education (high school diploma) or the equivalent of such a certificate (i.e., GED). If an applicant is beyond the age of compulsory school attendance in Colorado and does not possess a diploma or equivalent, they may complete an ability benefit test. The school does not administer the test but will provide information when requested.
5. Two forms of Government issued photo identification (i.e., Driver's License or Passport) and a copy of your social security card or its equivalent.
6. This institution does not recruit students who are in attendance or have been admitted at another post-secondary school in a similar program.

All admission requirements must be submitted two weeks prior to the start date for processing.

The academy does not discriminate based on race, sex, religion, ethnic origin, or disability.

RE-ADMISSION

Students who are dismissed or otherwise terminate enrollment, regardless of the reason for such separation, may be re-admitted at the discretion of the Academy's Director. Such re-admission shall only be considered with evidence that the problem associated with such termination or separation has been rectified and that the student has demonstrated their ability to succeed in the program. Each applicant for re-admission shall be reviewed on an individual basis. The institution maintains the right to charge a re-admission fee.

Students wishing to re-admit must re-apply and complete the regular admissions process. **In accordance with state licensing standards, prior hours/credits will not be accepted if there has been a lapse of five or more years.**

ACADEMY CALENDAR

DAILY CLASS SCHEDULE

The facility is open: Monday-Friday 9:00am - 8:00pm

*** This schedule may change at the discretion of the Academy.**

Term Start Dates 2024-2025

New terms start every six weeks.

July 29
September 9
October 21
December 2

January 27
March 10
April 21
June 2
July 14
August 25
October 6
November 17

Each course has standard hours of expected attendance. The schedules are as follows:

Barbering Basic Students

Tuesday-Friday 9:00 a.m. – 4:00 p.m.

Clinic Students- Barbering*

Monday-Friday 9:00 a.m. – 8:00 p.m.

*Students may create a clinic schedule that is part-time or full-time.
Schedule must be approved by the Director upon entering the clinic floor.

CLASSES BEGIN APPROXIMATELY ONCE PER MONTH
Due to the frequency of start dates, no late enrollments will be accepted.

HOLIDAYS

The Academy will be closed on the following recognized legal holidays:

NEW YEAR'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS DAY

In addition, the academy will be closed to the public on the following days:

- November 28 and 29
- December 23 through December 26
- December 31 through January 2

Adjusted holiday hours:

- October 31 hours are 9am to 4pm

**** Make up days for students are December 27 and 30 ****

CAMPUS CLOSURES

If adverse weather or other reasons cause the school to close, students will be notified via telephone. School closures will also be posted on our website at www.summitbarberacademy.com.

PROGRAM OFFERED

Barbering, 50 Credits or 1500 Clock/Contact Hours

Upon successful completion of the program, the student will have demonstrated competencies required to take the State Licensing examination and upon passing gain an entry-level internship position. This program consists of 50 credits, which are focused on the basic elements of barbering, haircutting, and chemical hair services such as permanent waving and color. Students will also explore skills necessary for basic salon management and salesmanship. All students will be expected to participate in the learning elements in a classroom and/or a guest-centered environment. Students will be instructed to utilize methods of proper sanitation and patron protection as well as State Laws pertaining to Barbering.

Subject Area	Credit Hours	Clock/Contact Hours
Treatment of Hair & Scalp	2	60
Facial Massage & Treatment	3	90

Shaving	3	90
Haircutting	9	270
Hairstyling	9	270
Chemical Hair Services	8	240
Hair Coloring and Hair Tinting	8	240
Laws, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills &Salesmanship	1	30
Disinfection, Cleaning & Safe Work Practices	6	180
Total	50	1500

Program Cost-2024 (hour/credit requirements)

Barbering 1500 hours 50 credits 10.5 months	Course Fee \$16,500.00 (\$11.00/hr.)	Barbering Kit \$2500.00	Books \$350.00	Total \$19,850.00	Registration** \$300.00
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Time (weeks/months) in course/program is estimated based upon regular student attendance.

****Registration Fee of \$300.00 is in addition to program cost and is due prior to the start date. ****

Note: Cost of kits, tools, books, supplies, and taxes are non-refundable and subject to cost change.

****Hourly rate applies to transfer students and to overtime charges. ****

ACADEMIC EVALUATION & PROGRESS POLICY

The granting of credits will ONLY be awarded to students following the successful completion of the school's defined STAGES OF ADVANCEMENT. The Summit Barber Academy uses LEVELS to identify its stages.

Students must maintain a grade average of 85%. Those who do not will be placed on academic probation for 30 days. During the probation period students must raise their grade average to passing or higher or face possible dismissal upon discretion of Academy Director. Please see "Probation, Suspension and Dismissal" below.

SHOULD A STUDENT LEAVE SCHOOL BEFORE THE COMPLETION OF ANY LEVEL, NO CREDIT FOR THE UNFINISHED LEVEL WILL BE GRANTED.

Barbering: Stages of Advancement (4 Levels) 50 Credits/1500 Hours

- Level 1: Novice (1-375)
- Level 2: Intermediate (376-600)
- Level 3: Senior (601-1050)
- Level 4: Advanced (1051-1500)

GRADING SCALE - The following grading scale applies to all students:

95% - 100%	=A	Excellent
90% - 94%	=B	Above Average
85% - 89%	=C	Average/Satisfactory
75% - 84%	=D	Below Average
Under 74%	=U	Unsatisfactory

Students will receive monthly progress reports, which include grades for tests, workbooks, assignments, and reports. Students may view and print their Student Progress Report, which includes their rate of attendance, academic average, completed practical services and other academic requirements, through their student portal.

WRITTEN EXAMS

All exams are taken online at <https://candidate.psiexams.com> . Each student will receive a confidential login id and password to gain access to the online digital textbook and test center. **Refusal to take a scheduled exam may result in a score of zero.** Zero scores resulting from a refusal will be calculated when determining satisfactory progress. It is the responsibility of the student to make all arrangements with his/her instructor to make up written exams missed during the student's absence or leave from school.

WORKBOOK REQUIREMENTS

Upon completion of a chapter, workbook assignments are due prior to taking each written exam. All students will be required to turn in their completed workbook (all chapters) prior to graduation. The completed workbook shall be considered a graduation requirement.

MONTHLY PRACTICAL REQUIREMENTS

Each student is required to complete a certain number of practical elements in order to demonstrate proficiency. These tasks are usually performed on a mannequin, however, on occasion they are to be performed on a guest. All tasks of this nature are to be recorded on the student's monthly log sheet, which is to be turned in by the student to their instructor on the last school day of the month. Failure to turn in a monthly log sheet or an incomplete sheet shall result in probation for the next month.

MAKE-UP POLICY

Students may make-up classes for each subject portion of the program missed. **Hours missed will be made up outside the student's normal schedule.** Make-up time will not lead to additional charges (except for the cost of materials or supplies) to the student except when completed after the expiration of the enrollment agreement. It is the responsibility of the student to decide when to do make-up time. The policy regarding make-up of academic requirements is outlined in the Satisfactory Progress Policy of this catalog.

ACADEMIC INFORMATION

Basic classroom size does not normally exceed six (6) students. Students agree to attend classes regularly as scheduled. Students must prepare for lessons, perform all duties required and abide by all rules of the school as they now exist or as they change or come into existence.

GRADUATION REQUIREMENTS

To be eligible for graduation and to receive a certificate, a student must complete a minimum of 50- credit hours required by the State of Colorado and/or school's program description. All students must successfully complete the school's curriculum including written and practical criteria & examinations.

Registration for the licensing exam is the responsibility of the graduate. Registration fees and deadlines are determined by the State of Colorado and PSI Testing Agency and may be subject to change without notice.

TRANSCRIPTS/CERTIFICATE RELEASE

Students owing debts to Summit Barber Academy for tuition or fees may have holds placed on their transcript and certificate. Students will be subjected to a hold. Serious delinquent accounts can be referred to third party collection agency. We have on-site financial counselors to assist students with questions or concerns Monday through Friday, or by calling 303-974-6449.

GENERAL INFORMATION FOR ALL COURSES & PROGRAMS

PREPARATION FOR THE STATE LICENSING EXAM

All students are required to participate in practical preparatory exams (intended to help to prepare the student for the state licensing exam) throughout their course of study. GENERAL INFORMATION FOR ALL COURSES & PROGRAMS

The various phases and the allotment of time per subject in all programs are as follows: (hours include theory, practical, guest services, repetition, practice, as well as sanitation, sterilization and safety as related to each subject area.)

All programs consist of a combination of lectures, demonstrations, and student participation. Students will demonstrate knowledge of all aspects of their respective program through the completion of required

practical and clinical activities. **Instruction will be supplemented with guest artists, visual aids, and other instructional techniques.**

All students are required to attend theory classes throughout the entire length of the program in order to reinforce their knowledge. should be noted that these exams will be offered at various times throughout the program, including, but not limited to regular school hours. As these exams are required for graduation, the student will be issued credit upon completion of the hours and practical requirements therein.

****** Hourly rate applies to transfer students and to overtime charges. ******

BASIC TRAINING

Each student will spend the first portion of his or her program in “Basics Training.” Basics consist of 9 weeks (Barbering). Basic training is considered the most important aspect of your studies while at the Summit Barber Academy. During this time the student is introduced to the skills he/she will require to be placed on the clinic floor **therefore, daily attendance is critical.**

Should a student miss more than 5 days of classes (approved or unexcused) during the “Basic Training” period, he/she may be automatically withdrawn from his or her program. The student will have the option of starting again, from the beginning, with the next available enrollment class. A student should avoid at all costs any absence or departure from basic training for any reason.

ID/TIMECARD PROCEDURES

Each student will “swipe” their student id card to clock in or out. **If a student loses their id card, they must pay a \$10.00 replacement fee.** This card is the responsibility of the student, and no student may clock in or out for another student. This will result in immediate dismissal.

LUNCH

All Students are required to take up to a 30-minute lunch break each day. Assignments and or the student’s ability to complete assignments may alter the time in which the student is otherwise scheduled for lunch. This is the students’ time to do as they need, but it is off the clock. Students must clock out to take their lunch break and clock in at the conclusion of it. **Should a student fail to clock in or out for lunch it shall result in a 1-hour lunch deduction.** If you do not take lunch, you are required to inform the Director and it must be approved.

OVERTIME

Overtime charges apply to students at time of withdrawal and/or completion of program. Students who are tardy or absent (preapproved or not) will incur overtime charges for the days and/or times missed. Hourly rates are listed on page 16 under the Program Cost and range from \$11 per hour.

Overtime charges must be paid prior to the Academy releasing any necessary documentation required for transfer or graduation and licensure. The Academy reserves the right to forfeit all or partial overtime charges at the completion of a student's program, only if student is in "good standing." The Academy does not forfeit any overtime charges if a student does not complete the program.

It is the responsibility of the student to make all arrangements with his/her instructor to make-up written exams missed during the student's absence or leave from school.

Students receiving a 0 (or another failing grade – less than 85%) in any category must re-take the exam until a passing grade is received.

STUDENT SERVICES

STUDENT ADVISING

Individual, academic or placement advising is available from staff as warranted. The Academy keeps monthly records and provides feedback to each student regarding progress in education. Students will receive monthly progress reports, which include grades for tests, workbooks, assignments, and reports. Students may view and print their Student Progress Report, which includes their rate of attendance, academic average, completed practical services and other academic requirements whenever they access their personal portal.

RECORD RETENTION

Students using GI Bill Benefits student records will be kept with the school for three years following the ending date of the last period certified to Veterans Affairs. Students not using benefits files will be kept for three years.

EMPLOYMENT ASSISTANCE

The academy is primarily an institution of learning and cannot operate as a job placement agency, nor guarantee employment. Placement assistance will be available upon request, in the form of giving advice and offering information about current open positions within the area. The academy maintains contacts in the professional beauty industry to assist the students with job placement. Salon owners that contact the academy are encouraged to interview a student. In addition to maintaining a professional network with local salons, the academy also keeps a file of prospective job openings, which include contact names and numbers. This file is maintained by the academy's director and is updated regularly.

STUDENT COMPLAINTS & GRIEVANCE PROCEDURE

Should a student have an issue or grievance with the school, the student should bring it to the attention of the Director or owner to attempt resolution. It is also requested that the students submit their grievance in writing to the attention of the Director and owner.

Attempting to resolve any issue with the school first is strongly encouraged.

Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training by going to the DPOS website. <https://cdhe.colorado.gov/school-resources/dpos-connect-resources>.

ATTENDANCE POLICY

General Policy - Students are required to attend all scheduled days. Doctor's appointments and other personal obligations should be scheduled for non-school days. **Students must be clocked in by 9:00 am each required day of study. Students are required to call in by 6:30am at the latest on the day of class, if they are going to be late.** The Academy uses discretion in making decisions for individual students. The purpose is to be fair and allow for extenuating circumstances.

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if tardiness exceeds 15%.

TIME-OFF REQUEST/PRE-APPROVAL ABSENCES

Approved absences are those that have been approved in advance by the Director and/or those justified by a documented medical circumstance. If a student needs to take time off (including partial or full days), they must notify the Director in writing at least **10 days** in advance. **The Director maintains the right to accept or decline a request for time off. A time off request that occurs fewer than 10 days in advance, will result in suspension if student takes the time off without approval.**

Note: An absence or a tardy shall result in loss of time and cause the student to accrue overtime charges, regardless of the reason or prior approval.

UNEXCUSED TARDIES & ABSENCES

The 1st unexcused absence in a month will result in the student being taken off the clinic floor for 4 days and will be assigned strictly to mannequin work. **The 2nd unexcused tardy or absences in a month**, will result in suspension. **The length of the suspension will be at the discretion of the Academy staff and determined on a case-by-case basis.** In addition, the student will be limited to mannequin work only for a period of 4 days and be placed on probation for one month. During attendance probation, students cannot receive or give any personal services to students. **Tardiness and absences will result in overtime charges.**

NO CALL/NO SHOW POLICY

Any student who does not call in by 8:00am or show for the day will be suspended for 3 days. A 2nd no call/no show will result in a 1-week suspension. A 3rd no call/no show will result in a 2-week suspension. In addition, no personal services will be allowed for any student who does not call or show. **On the 4th no call/no show incident, the student will be dismissed from the Academy. Note: any suspension will result in the student accruing overtime charges based on an hourly rate of \$20 per hour, depending on the program.**

THEORY ATTENDANCE

All students are required to attend theory class, beginning promptly at 9:00 am. Students who are tardy (regardless of the reason) will not be allowed to attend theory class and will lose theory hours. No more than 2 theory absences will be allowed per month. **In the event the student is absent from theory more than two times, they will be placed on probation for the remainder of the current month, as well as the following month. Instructors may request withdrawal from a course/program if absences or tardiness exceeds 70%.**

Should a student miss theory for a medical reason or a pre-approved absence (see above), they will be excused from theory for those days only. Medical documentation and pre-approval requests are required to be on file to excuse a theory absence.

PROBATION/SUSPENSION/DISMISSAL

Any student may be dismissed for violations of rules and regulations of the school, as set forth in this catalog. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Academy Director, after consultation with all parties involved, makes the final decision.

The Academy Director, or its designee, may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Academy Director will review each case and decide upon re-admittance.

Grounds for immediate suspension and/or dismissal:

- Clocking in or out for another student regardless of circumstances.
- Cheating or falsification of grades and or official school documents or records.
- **Disruptive behavior or insubordination.**
- Stealing from a guest, another student, a staff member, or the Academy.
- Disrespectful or harassing treatment of guests, students, or staff members.
- Excessive tardiness or absences.
- **Possession of weapons, illegal drugs, drug paraphernalia and alcohol of any kind.**
- **If a student is under the influence or the Academy has “reason to believe” the student is under the influence of drugs or alcohol. The Academy may require that said student take a drug test at an approved drug testing facility as a condition to returning to the program.**

LEAVE OF ABSENCE AND MEDICAL LEAVE OF ABSENCE

A leave of absence may be granted in the event of a major medical circumstance (i.e., surgery). Medical documentation will be required upon return from leave. In the event of a medical emergency (i.e., Flu, hospitalization, ER visit), please provide written documentation explaining the reason and the length of time the doctor requires you to be gone. Such leave may be granted for good cause. A leave of absence must be approved by the Academy Director at minimum 2 weeks before the effective date, as it may affect the student’s graduation and program schedule. The minimum time required to take a leave of absence is two

weeks. Time taken as an official leave of absence may extend the student's course or program past his/her contract expiration date. In this event, the student's contract may be reviewed and extended at the discretion of the academy's director. It is the student's responsibility to ensure that all parties are informed of his/her departure date and his/her return date.

PREVIOUS CREDITS

Credits from another institution are evaluated on a case-by-case basis. Students must provide an official transcript from their previous school/program. Transcripts must include a detailed listing of all hours/credits, courses, tests, and practical services completed. Prior to enrollment, all required documents must be submitted in full and reviewed for transferability. Transfer students may not start a program until this process is complete.

Summit Barber Academy does not guarantee the transferability of its credit to any other institution unless there is a written agreement with another institution.

POSTPONEMENT OF STARTING DATE

Postponement of the starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student.
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course has not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

WITHDRAWAL/ABSENCES/TERMINATION POLICY

If a student is unable to attend school, he/she must call the school by the designated start time. The student is required to make up any assignments due to the absence (see additional information in satisfactory progress section). Failure to call in prior to class start may result in disciplinary action, including suspension or dismissal.

A student who is not in attendance for ten consecutive days may be withdrawn. A student who is placed on suspension and/or probation and does not meet satisfactory progress requirements within 30 calendar days may be withdrawn. Failure to meet other conduct requirements may be grounds for withdrawal/termination.

REFUND POLICY

Students not accepted at the school are entitled to a refund of all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less.

In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal, which is the last date of recorded attendance.

Note: the following items are non-refundable: kit, textbooks, taxes, and registration fees.

REFUND TABLE

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

1. All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
2. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
3. The policy for granting credit for previous training shall not impact the refund policy.
4. Overtime charges may apply and will be deducted from any said refund.
5. **Discounts and/or incentives are void if a student does not complete full program. Refund and withdrawal calculation will be based on original program cost.**

CONDUCT CODE

Summit Barber Academy is devoted to the training of competent Hairstylists and Barbers to prepare students to pass the State Licensing examination(s). It is the wish of the Academy to provide every student with a comfortable and enjoyable educational experience. The rules and regulations of the Academy have been established for the good of the team, as well as to promote organization, structure, and professionalism. The priority is to provide the best possible education for each student. Therefore, a code of conduct shall be adhered to during the enrollment time.

ANY VIOLATION OF SCHOOL POLICIES MAY RESULT IN PERMANENT DISMISSAL FROM SCHOOL!

The following are general rules of conduct, which every student is expected to abide by:

1. Students will be required to follow all safety and sanitation rules adopted by the state of Colorado and the Academy as they relate to the performance of your assigned duties or the operations of the school and company. Creating or contributing to unsanitary or unsafe conditions and/or failure to report the same to a staff member is deemed inappropriate and may lead to disciplinary action and/or probation.
2. Eating and drinking are allowed only in the break room/area. Eating in the classroom is not acceptable. Chewing gum is discouraged, but if you must, please chew discreetly.
3. General Etiquette and Respect - It is expected that the students treat all staff, guests and fellow students with the utmost respect and courtesy. Students that display a disrespectful attitude or actions toward others will be dealt with appropriately by the Academy Director, including but not limited to probation, suspension, or dismissal.
4. Cell phones are to be silenced during school hours. Use your hour lunch to answer and/or respond to calls.
5. Students permitted behind the reception desk will be there for training/learning purposes to learn how to schedule clients and answer calls.
6. Students are required to practice on guests. Refusal of service to a guest is grounds for probation, suspension and/or dismissal and the student will be clocked out and sent home for the day. Guest service requirements are not transferable.
7. Students will be working on each other and to have work/services performed on them during their training. It is your responsibility to make sure that your client's time is covered, and you have blocked out the time you will be performing these services on one another in the calendar.
8. Cleaning - All students are required to clean up after themselves. Refusal to do so may result in probation, suspension and/or dismissal. Cleaning up should become a habit and should be completed immediately following the service. Students are responsible for the cleaning and maintenance of all guest service areas (e.g., shampoo, dryer, facial rooms, styling stations, etc.)

9. Daily Sanitation - Every student shall complete daily sanitation duties before leaving the Academy. **Refusal to do daily sanitation, in a manner that is consistent with State and Academy requirements, may result in dismissal.** Students will not be allowed to clock out until all duties are completed, even if leaving early.
10. There is **NO SMOKING** allowed on the premises of the Academy facility. Guests of the Academy should also be kindly reminded not to smoke. Students may be suspended if found smoking on premises.
11. Personal services must be pre-approved by the director. All services are based on immediate availability only. No personal services shall be performed by or on a student who is on a progress plan. Students must receive permission from the Director before they may receive a personal service. Students must pay for their service prior to having it performed. If a student fails to pay for his/her service, his/her tips will be held until full payment is received. Student services (regardless of the day) shall be cancelled if the student(s) are needed to perform services on paying guests.
12. The Academy is not responsible for a student's personal belongings, including but not limited to their tools, books, or other equipment. All students are required to have their own equipment to perform their assigned duties or those duties that may be assigned throughout the day. Do not expect to borrow. Student kits must always be available for inspection to ensure the equipment is indeed the student's and/or that it is in safe working order.
13. Students can receive tips. The tip amount is at the discretion of the guest. Tips are processed through outside vendor Tippy. Taxes on tips are the sole responsibility of the student as applicable under the IRS Tax Code. Management shall determine the method and schedule for tip distribution and reserves the right to hold a tip until a student's daily assignments are complete.
14. The Academy is first and foremost a center for learning and therefore it is not appropriate to have family members and other personal visitors in the facility for lengthy periods. Visits should be limited to the times family and friends are scheduled for guest services or during lunch. Visits not related to services are to occur only in the reception area and should be kept brief. The student breakroom is for students and staff only.
15. Silence is to be observed during class. Disruptive behavior will not be tolerated and may result in dismissal from class and/or dismissal from the Academy. This includes no eating during any classroom segment.
16. Using abusive, harassing, or profane language or displaying or inflicting harmful, degrading or injurious action or behavior toward any staff member, student or guest may result in immediate suspension, dismissal and/or legal action.
17. **Possession of weapons, illegal drugs, and alcohol of any kind are not allowed on school property. Any violation of school policies may result in permanent dismissal from the Academy (regardless of the reason or violation).**

DRESS CODE

The dress code shall be strictly enforced.

Students out of dress code will receive a written warning and may be sent home to change. Continuous dress code violations may lead to probation, suspension, or dismissal.

1. Clothing must be business/casual attire and must be in good taste.
2. Clothing should be neatly pressed and free from holes or stains. All clothing must look professional.
3. Shoes: Closed-toed shoes that are professional should be worn. Other prohibited shoes are: Hiking boots, flip flops, or thongs of any type. Open toed and open heeled dressy shoes are acceptable.
4. Prohibited clothing includes: Bandanas, shorts above the knee, Overalls, miniskirts, midriffs, halters, athletic hoodies, and sleeveless shirts or dresses. Sweatpants and fleece material are not allowed. Skirts at least knee length.
5. Facial Jewelry is not allowed – (apart from the smallest stud in the nose), all (brow, lip, chin and other) facial jewelry must be removed prior to arriving at school. Tongue piercing - is allowable, however the piercing must be the smallest gauge, the “micro dot.”
6. Any tattoos that are offensive in nature must always be covered.
7. Men’s facial hair (if applicable) must be well-groomed.
8. When attending a school or company function outside the regular school schedule or when otherwise Representing the academy, students are expected to be in the school dress code.
9. Appearance deemed unprofessional or inappropriate by the academy staff is prohibited. The student shall be dismissed until appropriate attire is evident.
10. Makeup application and styling of your hair must be done at home prior to arriving at school.

Please keep in mind that you are in training for a professional job with the public and therefore all behavior and presentation of yourself and the school are to be maintained at the highest level of professionalism. This portion of the school environment is just as important as the classes. Clients look at you first to determine if you know how to perform your job. First impressions always! Clean styled hair, clean nails, makeup completed, clean professional clothing, have pride in your look!

HARASSMENT/SEXUAL or OTHER

It is the intent and commitment of Summit Barber Academy that all students and employees are provided with an environment free from all forms of discrimination, including harassment.

Harassment based on age, race, color, religion, disability, sex, or national origin is considered a violation of the Equal Opportunity Employment policy.

You are expected to deal fairly and honestly with other students and employees to insure an environment free of intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist, sexist slurs or through other derogatory or objectionable conduct is considered offensive behavior and may subject the violator to disciplinary action up to and including termination.

The Federal Government has established three basic criteria used to determine whether an act of “unwelcome advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature” constitutes unlawful sexual harassment in violation of Title VII of the Civil Rights Act. These are:

- Submission to the conduct is either explicitly or implicitly a term or condition of employment.
- Submission or rejection is used as a basis of employment decisions affecting such individuals.
- Such conduct has the effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment is a specific form of harassment that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to behavior that is not welcome, is personally offensive, lowers morale, and therefore, interferes with work productivity. Persons believing they have been harassed should notify the director of the school or other upper management immediately. Summit Barber Academy will not tolerate any retaliation against an individual for complaining about sexual harassment or participating in the investigation of any such complaint.

Summit Barber Academy will exercise the strictest level of confidentiality to ensure anonymity in reporting harassment activities and to investigate thoroughly any allegations. Persons who have been found by the academy, after appropriate investigation, to have harassed another person may be subject to disciplinary action including termination.

All forms of electronic harassment that cause a person or persons to feel violated will not be tolerated and may be grounds for dismissal. As stated above you are being trained for a professional position and childish behavior should always be avoided.

TOUCHING OF OTHER STUDENTS

It is not acceptable for students to touch each other in an unprofessional manner at any time during academy operation or on academy property. This includes fondling, caressing, kissing or other public displays of affection. Fighting and or aggressive actions by students during academy operations or on academy grounds will not be tolerated. This behavior may be subject to students’ disciplinary action, suspension, termination and or legal action by both parties and or the academy.

SUMMIT BARBER ACADEMY

I HAVE RECEIVED A COPY OF THE SUMMIT BARBER ACADEMY
STUDENT HANDBOOK & CATALOG
&
I AGREE TO THE POLICIES AND PROCEDURES SET FORTH.

Student Signature

Date

Academy Director Signature

Date

Federal Trade Commission Statement: HOLDER IN DUE COURSE NOTICE CONCERNING HOLDERS OF THIS CONTRACT; ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS AND SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER EDUCATION,
PRIVATE OCCUPATIONAL SCHOOL BOARD**